

**ESTABLISHMENTS AUTHORISED TO CONDUCT
EXAMINATIONS FOR RYA/DTp CERTIFICATES OF
COMPETENCE**

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Examinations for Service personnel are also conducted by the JSSC, RNSA, RAFSA and ASA. Servicemen should consult the JSCC or their Sailing Association for details of examination arrangements.

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CRUISING LOGBOOK



G15/88



INTRODUCTION

The aim of the RYA National Cruising Scheme and RYA/Department of Transport qualifications as Coastal Skipper, Yachtmaster Offshore and Yachtmaster Ocean is to encourage high standards of seamanship and navigation among yachtsmen and women.

Participation in courses and examinations is entirely voluntary, as there is no statutory requirement for the skipper of a British yacht of less than 80 GRT to hold a certificate of competence.

The RYA and the DTp believe that a system of voluntary education is likely to achieve higher standards of safety than is legislation to control and regulate the sport.

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STRUCTURE OF THE SCHEME

The Cruising Scheme is split into shorebased and practical courses which are progressive and designed to be complementary. A course completion certificate is awarded on satisfactory completion of a course and includes an assessment of ability. Courses on their own can not make a fully competent yachtsman.

Experience at sea, cruising or racing, is also needed to confirm the lessons learnt during the courses. Overleaf is a plan of the Scheme. There is no requirement to start at the beginning but do be realistic about your ability.

Experience has shown that people tend to be optimistic and make the mistake of selecting a course which is too advanced.

EXAMINATIONS

RYA/DTp CERTIFICATES OF COMPETENCE

Grade of examination	Minimum seateime	Form of examination	Certificate required before examination
RYA/DTp Coastal Skipper	20 days 2 days as skipper 400 miles 12 night hours	Practical	None
		Oral	Coastal Skipper/Yachtmaster Off-shore shorebased & Coastal Skipper practical course completion certificates.
RYA/DTp Yachtmaster Offshore	50 days 2,500 miles 5 passages over 60M, including 2 overnight & 2 as skipper	Practical	Restricted (VHF only) Radio Operator's Certificate
RYA/DTp Yachtmaster Ocean	Ocean passage as skipper or mate of watch	Submission of sights & navigational records (& written exam in lieu of shorebased course completion certificate.)	RYA/DTp Yachtmaster Offshore certificate and Yachtmaster Ocean shorebased course completion certificate.

To apply for certificates of competence you should obtain an application form from the RYA or any of the examination centres listed at the end of this Log Book. Examination dates are arranged by these centres to suit the mutual convenience of candidates and examiners. For the practical examination for Coastal Skipper and Yachtmaster Offshore candidates must provide a cruising yacht, normally not less than 24' LOA, in sound, seaworthy condition and equipped to the standard set out in RYA booklet C8, Cruising Yacht Safety. The yacht must be equipped with a full and up-to-date set of charts and navigational publications and be efficiently crewed, as the examiner will not take part in the management of the yacht during the examination.

RYA National Cruising Scheme - Training Courses

<i>Course</i>	<i>Suggested minimum pre-course experience</i>	<i>Assumed knowledge</i>	<i>Course content</i>	<i>Ability after course</i>
Competent Crew practical	None.	None.	Basic seamanship & helmsmanship.	Useful crew member.
Day Skipper shorebased	Some practical experience desirable.	None.	Basic seamanship & introduction to navigation & meteorology.	
Day Skipper practical	5 days 100 miles 4 night hours.	Basic navigation & sailing ability.	Basic pilotage, boat handling, seamanship & navigation.	Skipper a small yacht in familiar waters by day.
* Watch Leader practical	5 days 100 miles 4 night hours.	Basic navigation & sailing ability.	Navigation, seamanship & watch organisation.	Take charge of a watch on a sail training vessel.
Coastal Skipper / Yachtmaster Offshore shorebased		Navigation to Day Skipper shorebased standard.	Offshore & coastal navigation, pilotage & meteorology.	
Coastal Skipper practical	15 days (2 days as skipper) 300 miles 8 night hours.	Navigation to Coastal Skipper shorebased standard. Sailing to Day Skipper practical standard.	Skippering techniques for coastal & offshore passages.	Skipper a yacht on coastal passages by day & night.
Yachtmaster Ocean shorebased	Coastal and offshore sailing.	Navigation to Coastal Skipper & Yachtmaster Offshore shorebased standard.	Astro-navigation, ocean meteorology & passage planning.	

* This course for Sail Training candidates only.

COASTAL SKIPPER CERTIFICATE

The Coastal Skipper has the knowledge needed to skipper a yacht on coastal cruises but does not necessarily have the experience needed to undertake longer passages. The exam can be practical or, for those who hold course completion certificates, oral.

Practical Examination

Seatime - 20 days living on board, 2 days as skipper, 400 miles logged, and 12 night hours. This is the only pre-exam requirement.

The exam will take about 6-10 hours for one candidate and 8-14 hours for two. Candidates will be set tasks to demonstrate their ability as a Coastal Skipper and may also be asked questions on any part of the syllabus for all practical and shorebased courses up to Coastal Skipper.

Oral Examination

Exemption from the full practical exam is available to candidates who have completed certain courses. These candidates must have:

Seatime - 20 days living on board, 2 days as skipper, 400 miles logged, and 12 night hours.

Course Completion Certificates - Coastal Skipper practical and Coastal Skipper/Yachtmaster Offshore shorebased.

The exam will last about three hours and may include questions on any part of the syllabus of all practical and shorebased courses up to Coastal Skipper. Candidates will be expected to demonstrate practical ability in chartwork, navigation and ropework as well as answering oral questions.

YACHTMASTER OFFSHORE CERTIFICATE

The Yachtmaster Offshore is an experienced yachtsman, competent to skipper a cruising yacht on any passage which can be completed without the use of astro-navigation. Before taking this practical exam candidates must have:

Seatime - 50 days, 2,500 miles, including at least 5 passages over 60 miles measured along the rhumb line from the port of departure to the destination, acting as skipper for at least two of these passages and including two which have involved overnight passages.

VHF - A Restricted [VHF only] Radio Operator's Certificate.

The exam will take about 8-12 hours for one candidate and 10-18 hours for two. Candidates will be set tasks to demonstrate their ability as skipper of an offshore cruising yacht and may also be asked questions on any part of the syllabus for all courses except Yachtmaster Ocean.

COASTAL SKIPPER & YACHTMASTER OFFSHORE

The depth of knowledge expected under any heading depends on whether the candidate is being examined for a Coastal Skipper or Yachtmaster Offshore Certificate.

1. *International Regulations for Preventing Collisions at Sea*
Questions will be confined to the International Regulations and although candidates must be aware of the existence of Local Regulations they will not be expected to memorise specific local regulations:
 - (a) General rules (1-3)
 - (b) Steering and sailing rules (4-19)
 - (c) Lights and shapes (20-31)
 - (d) Sound and light signals (32-37)
 - (e) Signals for vessels fishing in close proximity (Annex II)
 - (f) Distress signals (Annex IV).
2. *Safety equipment*
Candidates will be expected to know what safety equipment should be carried on board a yacht, based either on the recommendations in RYA booklet C8 or the Special Regulations of the ORC. In particular, candidates must know the responsibilities of a skipper in relation to:
 - (a) Safety harnesses
 - (b) Lifejackets
 - (c) Distress flares
 - (d) Fire prevention and fighting
 - (e) Liferafts.
3. *Boat handling*
Candidates for Coastal Skipper examinations will be expected to answer questions or demonstrate ability in simple situations only. Candidates for Yachtmaster Offshore will be expected to answer questions or demonstrate ability in more complex situations and will also be expected to show a higher level of expertise:
 - (a) Coming to and weighing anchor, under power or sail;
 - (b) Picking up and leaving a mooring buoy under power or sail;
 - (c) Berthing and leaving a berth, alongside or between piles, under power;
 - (d) Recovery of man overboard;
 - (e) Towing, under open sea conditions and in confined areas;
 - (f) Boat handling in confined areas under sail;
 - (g) Boat handling in heavy weather;
 - (h) Helmsmanship and sail trim to sail to best advantage;
 - (i) Use of warps for securing in an alongside berth and for shifting berth or winding.
4. *General seamanship, including maintenance*
 - (a) Properties, use and care of synthetic fibre ropes;
 - (b) Knots, splices and whippings;
 - (c) General deck-work, at sea and in harbour;
 - (d) Engine operation and maintenance;
 - (e) Improvisation of jury rigs following gear failure.

5. *Responsibilities of skipper*
 - [a] Communication with crew;
 - [b] Delegation of responsibility and watch-keeping organisation;
 - [c] Preparing yacht for sea and for adverse weather;
 - [d] Tactics for heavy weather and restricted visibility;
 - [e] Emergency and distress situations, including emergency first aid;
 - [f] Victualling for a cruise and feeding at sea;
 - [g] Customs procedures;
 - [h] Standards of behaviour and courtesy.
6. *Navigation*
 - [a] Charts, navigational publications and sources of navigational information;
 - [b] Chartwork, including position fixing and shaping course to allow for tidal stream and leeway;
 - [c] Tide and tidal stream calculations;
 - [d] Buoyage and visual aids to navigation;
 - [e] Instruments, including compasses, logs, echo sounders, radio nav aids and chartwork instruments;
 - [f] Passage planning and navigational tactics;
 - [g] Pilotage techniques;
 - [h] Navigational records;
 - [i] Limits of navigational accuracy and margins of safety.
7. *Meteorology*
 - [a] Definition of terms;
 - [b] Sources of weather forecasts;
 - [c] Weather systems and local weather effects;
 - [d] Interpretation of weather forecasts, barometric trends and visible phenomena.
8. *Signals*
 - [a] Candidates for Yachtmaster Offshore must hold the Restricted [VHF only] Certificate of Competence in radiotelephony or a higher grade of certificate in radiotelephony.
 - [b] Ability to recognise and knowledge of the meaning of the following flags: A, D, F, J, K, L, O, Q, T, U, V & W and the two-flag hoist NC and the morse letters D, F, J, K, L, O, T, U, V & W.
 - [c] Principles of signalling by flags and morse.

YACHTMASTER OCEAN CERTIFICATE

The Yachtmaster Ocean is an experienced yachtsman competent to skipper a yacht on passages of any length in all parts of the world. Candidates must:

1. Hold a Yachtmaster Offshore certificate (or previous DTp equivalent);
2. Have completed and be able to provide details of the necessary qualifying passage;
3. Hold a Yachtmaster Ocean course completion certificate or sit and pass a written examination.

If the candidate has a course completion certificate he should forward to the RYA:

1. Yachtmaster Ocean shorebased course completion certificate;
2. Evidence of the qualifying passage. To qualify, the passage must be undertaken on board a cruising or offshore racing yacht. Candidates must have taken a full part in the planning and preparation of the passage including the navigational plan, checking the material condition of the yacht and her equipment and storing with spare gear, fuel, water and victuals. During the passage a distance of 600 miles by the log must have been run, the yacht must have been continuously at sea for at least 96 hours and over 50 miles from land continuously for at least 48 hours or for a distance sailed of 200 miles. This is intended to define an ocean passage; for a passage to be considered which may fulfil the spirit but not the letter of the requirements, details should be sent to the RYA.
3. An extract from the log of a yacht, details of planning, reduction and plotting of a sun-run-meridian altitude sight, and the observation and calculation of a compass check from the azimuth of a heavenly body. This work must be presented in such a way that it is possible for the examiner who assesses it to follow the logic of the candidate's work. Attention is drawn to the following points:

Logbook

The time used in the logbook must be clearly identified as BST, GMT, local time etc. Courses must be named true, magnetic or compass. If courses are recorded as magnetic, variation must be stated and if they are recorded as compass, both variation and deviation must be stated. Log readings must be recorded at the time of each sight and on the occasion of each alteration of course.

Working of sights

Sufficient detail must be given to allow the full working of the sights to be checked. This detail must include the height of eye for the observation and the index error of the sextant, not merely a combined height of eye and index error correction figure.

Chartwork

It must be possible to check the chartwork from the logbook, so that the run between sights is a verifiable direction and distance.

All other candidates should forward to one of the Yachtmaster Examination Centres (see back cover) the evidence of completion of the qualifying passage and results of observations at sea referred to above. They must also ask to sit the written exam. When attending to take the written exam they should bring with them navigational drawing instruments, the nautical tables which they normally use and their Yachtmaster Offshore certificate. The exam lasts 1½ hours and includes questions on the planning, reduction and plotting of star, planet and moon sights, and meteorology.

SHOREBASED COURSES

AWARD OF SHOREBASED COURSE COMPLETION CERTIFICATES

The authority to award certificates of satisfactory completion of shorebased courses is delegated to RYA recognised teaching establishments, which may be evening classes, clubs, sailing schools or correspondence colleges.

All instructors must either hold a professional seagoing qualification and have experience of cruising or offshore racing yachts or be yachtsmen of considerable experience.

Certificates of satisfactory completion of courses are, as the name implies, awarded only following completion of a course. There is no theory or written exam which can be taken as a separate entity. However anyone who has the necessary qualifying experience may take the full examination for Coastal Skipper or Yachtmaster Offshore (see page 3).

Assessment during shorebased courses

A standard set of assessment papers for each course is provided. While many of these papers are used informally, some are worked under invigilation to provide an objective test of ability at the end of the course.

Layout of syllabi

An indication of the minimum recommended teaching time for each subject accompanies each syllabus. The courses also include assessment papers which involve an additional 14 hours work. Sufficient time should therefore be programmed to allow for completion of these exercises and subsequent discussion of them, together with additional exercises set by instructors and revision which may add anything up to 100% to the minimum recommended teaching times. An indication of the depth of knowledge required (DoK) is also given, the following abbreviations being used:

- A. Full knowledge
- B. Working knowledge
- C. Outline knowledge

International Regulations for Preventing Collisions at Sea

Students are required to have a full knowledge of the regulations before completion of the shorebased course for Coastal Skipper and Yachtmaster Offshore. There is, however, insufficient time available in the course to teach the subject fully. RYA booklet G2 or *A Seaman's Guide to the Rule of the Road* are useful books for study of the regulations.

SHOREBASED COURSES

DAY SKIPPER

An elementary course in seamanship, navigation and meteorology. It is intended as an integral part of the overall training for the Competent Crew and Day Skipper/Watch Leader and as an introductory course to the more advanced Coastal Skipper/Yachtmaster Offshore shorebased course.

Subject	Broad detail to be covered	Minimum time	DoK
1. Nautical terms	1. Parts of a boat, hull, rig and sails. 2. General nautical terminology.	2	B B
2. Ropework	1. Knowledge of the properties of synthetic ropes in common use. 2. Ability to make, and knowledge of the use of: figure of eight, clove hitch, rolling hitch, reef knot, bowline, single and double sheet bend, round turn and two half hitches.	4	B B
3. Anchorwork	3. Securing to cleats, use of winches and general rope handling.		C
	1. Characteristics of different types of anchor. 2. Considerations to be taken into account when anchoring.	2	C B
4. Safety	1. Knowledge of the safety equipment to be carried, its stowage and use. (RYA booklet C8). 2. Fire precautions and fire fighting. 3. Use of personal safety equipment, harnesses and lifejackets. 4. Ability to send a distress signal by VHF radiotelephone.	3	B B B B
5. International Regulations for Preventing Collisions at Sea.	1. Steering and sailing rules (5,7,8,9 and 12-19). 2. General rules (all other rules).	2	A B
6. Definition of position, course and speed.	1. Latitude and longitude. 2. Knowledge of standard navigational terms. 3. True bearings and courses. 4. The knot.	1	B B B C
7. Navigational charts and publications.	1. Information shown on charts, chart symbols, representation of direction and distance. 2. Navigational publications in common use. 3. Chart correction.	2	B C C

SHOREBASED COURSES

Subject	Broad detail to be covered	Minimum time	DoK
8. Navigational drawing instruments.	- Use of parallel rulers, dividers and proprietary plotting instruments.	1	B
9. Compasses.	1. Application of variation and deviation, and use of transits and comparison to check deviation. 2. Importance of swinging compass. 3. Use of hand bearing compass. 4. Siting of steering compass.	3	B B C
10. Chartwork.	1. Working up position from course steered, distance run and estimates of leeway and set. 2. Plotting fixes. 3. Working out course to steer to allow for leeway and set.	4	B B
11. Position fixing.	1. Sources of position lines. 2. Potential accuracy of fixing methods.	2	B C
12. Tides and tidal streams.	1. Tidal definitions, levels and data 2. Tide tables, standard and secondary ports. 3. Tidal stream predictions.	4	B C B
13. Pilotage.	1. Use of transits, leading lines and clearing lines. 2. IALA system of buoyage for Region A. 3. Use of Sailing Directions.	3	B B B
14. Visual aids to navigation.	- Lighthouses and beacons, light characteristics.	1	B
15. Passage planning.	- Preparation of navigational plan for short coastal passages.	2	C
16. Navigation in restricted visibility.	- Precautions to be taken and limitations imposed by fog.	1	B
17. Meteorology.	1. Sources of broadcast meteorological information. 2. Knowledge of terms used in shipping forecasts, including the Beaufort scale, and their significance to small craft.	3	B B

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SHOREBASED COURSES

COASTAL SKIPPER/YACHTMASTER OFFSHORE

An advanced course in navigation and meteorology for candidates for the Coastal Skipper and Yachtmaster Offshore Certificate. The syllabus makes some provision for revision of subjects in the elementary course but those who have not acquired the knowledge set out in the elementary course are unlikely to be able to assimilate all the subjects covered in the advanced course in the time available.

Subject	Broad detail to be covered	Minimum time	DoK
1. Dead reckoning and estimated position.	1. Definition of DR and EP. 2. Working up DR and EP by plotting on a chart.	2	A A
2. The position line	- Sources of position lines, transits, compass bearings, rising and dipping distances, radio position lines and depth contours.	1	B
3. The magnetic compass	1. Allowance for variation. Change of variation with time and position. 2. Siting compass and causes of deviation. 3. Allowance for deviation. 4. Steering and hand bearing compasses. 5. Swing for deviation (but not correction).	2	B C B B C
4. Position fixing.	1. Techniques of visual fixing. 2. Running fixes. 3. Radio fixes. 4. Fixes containing a mixture of position lines. 5. Ranges by dipping distances.	1	A B B B C
5. Tides.	1. Causes of tides - springs and neaps. 2. Tide tables - Admiralty and Yachtsmen's Almanacs. 3. Tidal levels and data. 4. Times and heights at standard ports 5. The rule of twelfths. 6. Corrections for secondary ports 7. Tidal anomalies (Solent etc).	4	C B B B B C

SHOREBASED COURSES

Subject	Broad detail to be covered	Minimum time	DoK
6. Tidal Streams.	1. Tidal stream atlas. 2. Tidal diamonds. 3. Tidal stream information in Sailing Directions and Yachtsmen's Almanacs. 4. Allowance for tidal streams in computing a course to steer. 5. Tide rips, overfalls and races. 6. Tidal stream observation by buoys, beacons etc.	3	B B B B B B
7. Buoyage.	1. IALA system buoyage in Region A. 2. Limitations of buoys as navigational aids.	1	B C
8. Lights.	1. Characteristics. 2. Ranges - visual, luminous and nominal ranges. 3. Light lists - Admiralty and Yachtsmen's Almanacs.	1	B C B
9. Pilotage.	1. Harbour regulations and control signals. 2. Method of pre-planning. 3. Clearing lines.	2	B B A
10. Echo sounder.	1. Principle of operation. 2. Rotating neon, dial and pointer, recording. 3. Reduction of soundings. 4. "Second trace" echoes.	½	C C C C
11. Radio aids to navigation.	1. Radio beacons, ALRS Vol II and Yachtsmen's Almanacs. 2. D/F receivers, types of aerials. Methods of operation. Audio and visual null points. Reciprocal bearings. 3. Basic knowledge of hyperbolic systems, their capabilities and limitations.	3	B B B
12. Logs (speed and distance measuring).	- Types and principles of operation, comparison of towed, pressure, impeller and sonic	½	C
13. Deck log	1. Importance of log as yacht's official document. 2. Layout of log, hourly and occasional entries.	½	B B

SHOREBASED COURSES

Subject	Broad detail to be covered	Minimum time	DoK
14. Meteorology.	1. Basic met. terms, the Beaufort scale. 2. Air masses. 3. Cloud types. 4. Weather patterns associated with pressure and frontal systems. 5. Weather forecasts and simple met. instruments. 6. Ability to sketch a weather map from a shipping forecast. 7. Land and sea breezes. 8. Sea fog - forecasting.	6	B B B B B B B C
15. Anchoring.	1. Types of anchors and principles of operation. 2. Selection of an anchor berth.	1	B B
16. Rule of the Road.	- A sound knowledge of the International Regulations for Preventing Collisions at Sea, except Annexes I and III.	1	A
17. Safety at sea	1. Personal safety, use of lifejackets, safety harnesses and lifelines. 2. Fire precautions and fire fighting 3. Distress signals. 4. Coastguards. 5. Preparation for heavy weather	2	B B B C B
18. Signals.	1. Principles of signalling by flags and morse. 2. Ability to recognise and know the meaning of flags A,D,F,J,K,L,O,Q,T,U,V & W and the two-flag hoist NC and the morse letters D, F, J, K, L, O, T, U, V, & W.	½	
19. Navigation in restricted visibility	1. Precautions to be taken in fog 2. Limitations to safe navigation imposed by fog.	1	B B
20. Passage planning and making	1. Preparation of charts and notebook for route planning and use at sea. 2. Customs regulations as they apply to yachts. 3. Routine for navigating a yacht in coastal waters. 4. Strategy for course laying.	4	B B A B

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SHOREBASED COURSES

YACHTMASTER OCEAN

A course in astro-navigation and worldwide meteorology. It assumes a knowledge of all subjects covered in the other shorebased courses.

Subject	Broad detail to be covered	Minimum time
1. The earth and the celestial sphere	1. Definition of observer's zenith and position of a heavenly body in terms of latitude, longitude, GHA and declination. 2. Right angle relationships, latitude and co-lat, declination and polar distance. Tabulation of declination in nautical almanac. 3. Relationship between GHA, longitude and LHA. Tabulation of GHA in nautical almanac. Rate of increase of hour angle with time.	2
2. The PZX Triangle.	1. The tabulated components of the triangle, LHA, co-lat and polar distance. 2. The calculable components, zenith distance and azimuth. 3. Relationship between zenith distance and altitude. 4. Introduction to the tabular method of solution in the Air Navigation Tables and the basic sight form. 5. The use of calculators for the solution to the PZX triangle.	3
3. The sextant.	1. Practical guide to the use and care of a sextant at sea. 2. Conversion of sextant altitude to true altitude. Application of dip, index error and refraction. 3. Correction of side error, perpendicularity, index error and collimation error.	2
4. Measurement of time	1. Definition of and relationship between GMT, LMT, standard time and zone time. 2. Rating of chronometers and watches.	2
5. Meridian altitudes.	1. Forecasting of time of meridian altitude. 2. Reduction of meridian altitude sights.	2
6. Sun sights.	1. Reduction and plotting of sun sights using Air Navigation Tables and/or calculator. 2. The plotting of a sun-run-meridian altitude.	5

SHOREBASED COURSES

Subject	Broad detail to be covered	Minimum time
7. Planet sights.	1. Identification of planets from LHA and declination. 2. Reduction of planet sights using Air Navigation Tables and/or calculator (twilight sights only).	1
8. Starsight planning	1. Calculations of times of sunrise, sunset, civil and nautical twilights. 2. Star identification using Air Navigation Tables and/or calculator.	3
9. Star sights.	1. Reduction of star sights using Air Navigation Tables and/or calculator. (Seven selected stars only). 2. Plotting of star sights. Corrections to position for precession and nutation.	6
10. The pole star	- Determination of latitude from sights of Polaris.	1
11. Moon sights.	- Special corrections applicable only to the moon.	1
12. Compass checking.	- Use of amplitude and azimuth tables and/or calculator.	1
13. Satellite navigation systems.	- Principles and limitations.	1
14. Great circle sailing.	1. Comparison of rhumb lines and great circles. 2. Vertices and composite tracks. 3. The computation of a series of rhumb lines approximating to a great circle by use of gnomonic and Mercator projections.	1
15. Meteorology.	1. General pressure distribution and prevailing winds over the oceans of the world. 2. Tropical revolving storms, seasonal occurrence and forecasting by observation.	8
16. Passage planning.	- Publications available to assist with planning of long passages (Routeing charts and Ocean Passages for the World).	2

AWARD OF PRACTICAL COURSE COMPLETION CERTIFICATES

The authority to award certificates of satisfactory completion of practical courses is delegated to RYA recognised teaching establishments, which may be clubs, sailing schools or sea training organisations.

Coastal Skipper practical courses must be under the direct control of an RYA Yachtmaster Instructor. Such courses must also be conducted with a pupil/instructor ratio of no more than 5:1.

COMPETENT CREW AND DAY SKIPPER/WATCH LEADER

These two courses are set out in such a way that those who wish to work towards a certificate of satisfactory completion with clubs or members of the Association of Sea Training Organisations may do so over a protracted period. A course for either of these two grades taken on a continuous basis at a sailing school will take about five days.

A practical certificate may be awarded irrespective of whether the candidate holds a certificate of satisfactory completion for the equivalent shorebased course. However, the possession of the shorebased course completion certificate will greatly enhance the value of the practical course as the instructor will be able to concentrate on the practical aspects of the syllabus.

COASTAL SKIPPER

This is a course for potential skippers and it is assumed that those attending it will be competent as helmsmen, will have a good knowledge of the theory of navigation and meteorology, and will already have a level of experience approaching that required for the Coastal Skipper Certificate of Competence.

There is not sufficient time during the course to teach the basic skills of seamanship, helmsmanship and navigation, as well as to teach how these skills should be applied by the skipper of a yacht. Students will be assessed during the course and certificates of satisfactory completion will not be awarded to those who:

1. Are adversely affected by sea-sickness or any other physical disability to the extent that their ability to skipper a yacht is reduced to a dangerously low level.
2. Are unable to demonstrate sufficient ability in basic seamanship, navigation and yacht handling to appreciate the technique and skills required of a yacht skipper.
3. Demonstrate a lack of understanding of any part of the syllabus to the extent that it would be dangerous for them to go to sea as the skipper of a yacht.

PRACTICAL TRAINING FOR THE YACHTMASTER OFFSHORE CERTIFICATE

No syllabus is prescribed for a practical course for the Yachtmaster Offshore certificate. However, teaching establishments may offer courses in preparation for this examination, either to give candidates experience of making longer passages or simply as a refresher course on aspects of yacht handling, navigation and seamanship.

COMPETENT CREW

Aim: To introduce the complete beginner to cruising and to teach personal safety, seamanship and helmsmanship to the level required to be a useful member of the crew of a cruising yacht.

A - ALL CANDIDATES

1. Knowledge of sea terms and parts of a boat, her rigging and sails.

Sufficient knowledge to understand orders given concerning the sailing and day-to-day running of the boat.

Signature of Instructor

2. Sail handling

Bending on, setting, reefing and handling of sails. Use of sheets and halyards and their associated winches.

Signature of Instructor

3. Ropework

Handling ropes, including coiling, stowing, securing to cleats and single and double bollards. Handling warps. Ability to tie the following knots and to know their correct use: figure of eight, clove hitch, rolling hitch, bowline, round turn and two half hitches, single and double sheet bend, reef knot.

Signature of Instructor

4. Fire precautions and fighting

Awareness of the hazards of fire and the precautions necessary to prevent fire. Knows action to be taken in event of fire.

Signature of Instructor

5. Personal safety equipment

Understands and complies with rules for the wearing of safety harnesses, lifejackets and personal buoyancy aids.

Signature of Instructor

6. Man overboard

Understands action to be taken to recover a man overboard.

Signature of Instructor

PRACTICAL COURSES

7. Distress signals

Can operate distress flares and knows on what occasions distress flares should be used.

Signature of Instructor

8. Manners and customs

Understands the ordinary practice of seamen and yachtsmen with regard to: use of burgees and ensigns, prevention of unnecessary noise or disturbance in harbour including courtesies to other craft berthed alongside.

Signature of Instructor

9. Rules of the road

Is able to keep an efficient lookout at sea.

Signature of Instructor

10. Dinghies

Understands and complies with the loading rules. Is able to handle a dinghy under oars.

Signature of Instructor

11. Meteorology

Awareness of forecasting services and knowledge of the Beaufort scale.

Signature of Instructor

12. Seasickness

Working efficiency unaffected/partially affected/severely affected by seasickness. (Delete as applicable)

Signature of Instructor

13. Helmsmanship and sailing

Understands the theory of sailing and can steer and trim sails on all points of sailing. Can steer a compass course, under sail and power.

Signature of Instructor

B - SAIL TRAINING CANDIDATES ONLY

14. General duties

Has carried out general duties satisfactorily on deck and below decks in connection with the daily routine of the vessel.

Signature of Instructor



WORKING FOR YACHTING

The RYA represents the interests of all who go on the water for sport or recreation. That includes everyone: the dinghy sailor; the windsurfer; the yachtsman cruising under power and sail; the racing enthusiast and the powerboat owner.

The interests of all these groups is diverse. This is where the RYA, by representing all sailors, plays such an important role. Our involvement ranges from safeguarding access to water, be it lake, river or the sea to discussions with organisations like Trinity House, the Hydrographic Department and international bodies who determine the rules by which we steer, sail and light our yachts.

Individuals have neither the time nor ability to influence the activities of these bodies but the RYA does. The size of our membership is our strength when dealing with other organisations – help us to help you by adding your voice to ours.

JOIN THE RYA MEMBERSHIP COSTS SO LITTLE YET OFFERS SO MUCH!

Members of the RYA enjoy many benefits. Full membership costs only £12 a year
Junior members pay £4

As an RYA member you will be offered:

TRAINING

Training is a major function of the RYA and it administers schemes for all levels of sailing and powerboating from beginner to yachtmaster.

PUBLICATIONS

The RYA produces publications on subjects of interest to sailors at all levels. Members are entitled to a free allocation each year; £6.50 for full members and £3.00 for juniors. A quarterly magazine, RYA News, is sent direct to members' homes and provides an update of news and events connected with sailing and the Association.

INSURANCE

A ten per cent discount (more if you have qualifications) on insurance for most types of pleasure craft arranged with RYA brokers Bishop Skinner & Co Ltd. They also run a special policy for windsurfers.

RYA INSIGNIA

A range of RYA insignia: ties, badges, flags is available to members.

FREE HELMSMAN'S CERTIFICATE

The Helmsman's (Overseas) Certificate of Competence, a requirement in some countries, is issued free to full personal members. Price to non-members is £15.

DISCOUNTS

A discount of up to 15 per cent on BUPA membership and 20 per cent on car hire from Godfrey Davis Europcar is offered to members.

SAIL NUMBER ALLOCATION

T, Y or M series sail identification numbers are issued free to members. Price to non-members is £10.

LONDON INTERNATIONAL BOAT SHOW

A lounge bar and restaurant is provided at Earls Court for the exclusive use of members and their guests at the biggest UK boat show of the year.

ADVICE AND HELP

All members have direct access to the resources of the RYA when they need help or advice on a wide range of subjects.

**AN APPLICATION FORM FOR MEMBERSHIP
OF THE RYA AND A DIRECT DEBIT MANDATE
APPEAR ON THE BACK OF THIS FORM**

THE DIRECT DEBIT INSTRUCTION OFFERS ADVANTAGES

- SIMPLE AND FLEXIBLE
- INEXPENSIVE to run
- CONVENIENT for everybody

AND SAFEGUARDS

- You can CANCEL at any time
- You are INFORMED in advance
- You are PROTECTED by the Banks

Direct Debit offers you the convenience of knowing that your subscriptions will be paid on time and that you will be spared reminders that your subscription is due.

The RYA offers the following categorical assurances:

1. Direct debits under this instruction will be originated only in respect of annual subscriptions due to the Association and for the amounts approved by a General Meeting and notified to members individually in advance of payment.
2. The collection of subscriptions by direct debit does not give the Association the right to perform any act which conflicts with the express terms of the Direct Debit Instruction and the notices sent to members.
3. You can cancel your Direct Debiting Instruction at any time by notifying your Bankers and advising the Association of the cancellation.
4. In the unlikely event of direct debits being originated by us in error, you can obtain immediate reimbursement from your Bankers who have been given an indemnity by the Association for this purpose.

**FOR JUNIOR MEMBERS (UNDER 21) THERE IS
A SPECIAL RATE FOR MEMBERSHIP.
APPLICANTS FOR FULL RYA MEMBERSHIP FOR ONE YEAR
(PAYING CASH) SHOULD
USE THE LOWER APPLICATION FORM ON PAGE 4**

MEMBERSHIP APPLICATION FORM

PLEASE USE BLOCK CAPITALS

Name Mr/Mrs/Miss	Type of Membership Required (Tick which applicable) Full @ £12.00 ☐ Junior up to the age of 21 years @ £4.00 ☐
Address	Date of Birth (Juniors)
Postcode	Signed

My principal boating interest is: (Tick 1 box only)

Keelboat Racing ☐ Keelboat Cruising ☐ Motor Cruising ☐ Powerboat Racing ☐ Windsurfing ☐ Dinghy Sailing ☐

THE EASY WAY TO PAY DIRECT DEBIT INSTRUCTION

Originator's identification number: 955213

Please complete parts 1 to 5 to instruct your bank to make payments directly from your account. Then return the form to Royal Yachting Association, RYA House, Romsey Road, Eastleigh, Hants SO5 4YA

1. Name of account holder/s

2. Account number

3. Sorting code

4. Please write the full postal address of your bank branch below

To: The Manager

Bank

Branch

Postcode

Banks may refuse to accept instructions to pay Direct Debits from some types of account.

5. Your instructions to the bank and signature.

- I instruct you to pay Direct Debits from my account at the request of the Royal Yachting Association.
- The amounts are variable and are to be debited on various dates.
- I understand that the Royal Yachting Association may change the amounts and dates only after giving me prior notice.
- I will inform the bank in writing if I wish to cancel these instructions.
- I understand that if any Direct Debit is paid which breaks the terms of the instruction, the bank will make a refund.

Signature(s):

Date:

OR CHEQUE/POSTAL ORDER/CASH*

enclosed for £ *please delete as applicable

Made payable to the Royal Yachting Association.

Office Use only:
Membership No. Allocated

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AGENT'S STAMP

PRACTICAL COURSES

DAY SKIPPER/WATCH LEADER

Aim: If the course is conducted on board a cruising yacht (20-35' LOA), to teach pilotage, navigation, seamanship and boat handling up to the standard required to skipper a small cruising yacht safely by day in waters with which the student has become familiar. If the course is conducted on board a large yacht or sail training vessel, to teach navigation, seamanship and boat handling up to the standard required to take charge of a watch on deck, at sea or in harbour.

A - ALL CANDIDATES

1. Preparation for sea

Is able to prepare a yacht for sea, including engine checks, selection of sails, securing and stowage of all gear on deck and below.

Signature of Instructor

2. Deck work

Can reef, shake out reefs and change sails to suit prevailing conditions. Can prepare an anchor and mooring warps and take charge on deck when mooring alongside, coming to a buoy, anchoring, weighing anchor and slipping from a buoy or an alongside berth.

Signature of Instructor

3. Navigation

Is proficient in chart work and can carry out routine navigational duties on passage including:

- Taking and plotting fixes;
- Working up DR and EP;
- Estimating tidal heights and tidal streams;
- Working out course to steer to allow for tidal stream, leeway and drift;
- Knowledge of IALA buoyage;
- Maintenance of navigational records;
- Use of echo sounder and lead line.

Signature of Instructor

4. Pilotage

Can prepare and execute a pilotage plan for entry into or leaving harbour. Understands the use of leading and clearing lines. Use of transits and soundings as aids to pilotage.

Signature of Instructor

5. Meteorology

Knows sources of forecast information, can interpret shipping forecasts and use a barometer as a forecasting aid.

Signature of Instructor

6. Rules of the road

Has a working knowledge of the application of the International Regulations for Preventing Collisions at Sea.

Signature of Instructor

7. **Maintenance and repair work**

Understands and is able to carry out maintenance tasks. Knows the properties and uses of common synthetic fibre ropes.

Signature of Instructor

8. **Victualling**

Understands how to victual a yacht.

Signature of Instructor

9. **Emergency situations**

Is able to take correct action as helmsman for recovery of man overboard. Fully understands distress flares and how to use a liferaft. Can operate a radiotelephone in an emergency and send a distress message. Understands how to secure a tow.

Signature of Instructor

10. **First Aid**

Has been instructed in E.A.R. the treatment of hypothermia and control of bleeding.

Signature of Instructor

11. **Engines**

Understands the importance of bleeding the fuel system and changing fuel and water filters and pump impeller.

Signature of Instructor

B - SAIL TRAINING CANDIDATES ONLY (WATCHLEADER)

12. **General organisation**

Understands the organisation of watchkeeping and is fully competent to take charge of a watch at sea and in harbour.

Signature of Instructor

C - YACHTING CANDIDATES ONLY (DAY SKIPPER)

13. **Boat handling - POWER**

Can anchor and bring a boat safely to and from an alongside berth and mooring buoy under various conditions of wind and tide.

Signature of Instructor

14. **Boat handling - SAIL**

Can anchor and bring a boat safely to and from a mooring buoy under various conditions of wind and tide. Can steer and trim sails effectively on all points of sailing.

Signature of Instructor

15. **Passage making**

Can plan and make a coastal passage, taking account of relevant navigational hazards and limitations imposed by the type of boat and the strength of the crew.

Signature of Instructor

COASTAL SKIPPER

Aim: To teach the skills and techniques required to skipper a yacht safely on coastal and offshore passages by day and night.

A - ALL CANDIDATES

1. **Passage Planning**

Can plan a coastal passage including navigational and meteorological considerations.

Signature of Instructor

2. **Preparation for sea**

Minimum equipment requirements

Can prepare a yacht for sea including a consideration of victualling, delegation of responsibilities, safety briefing, watch keeping, and equipment checks.

Signature of Instructor

3. **Yacht handling under power**

All berthing and unberthing situations, anchoring and mooring in various conditions of wind and tide.

Signature of Instructor

4. **Yacht handling under sail**

Sailing in confined waters, anchoring and mooring in various conditions of wind and tide.

Can sail efficiently on all points of sailing.

Signature of Instructor

5. **Pilotage**

Pilotage plans. Port entry by day and night.

Signature of Instructor

6. **Passage making and ability as skipper**

Navigation and general organisation of a yacht on passage.

Is capable of taking charge of a yacht and directing the crew.

Signature of Instructor

7. **Adverse weather conditions**

Preparation for heavy weather and yacht handling in strong winds.

Navigation and general conduct in restricted visibility

Signature of Instructor

8. **Emergency situations**

Recovery of man overboard under power and sail.

Action to be taken in distress situations.

Signature of Instructor

For the Personal Log to be of value it must be filled in accurately and comprehensively. The columns have particular significance in relation to the experience required before examination for certificates of competence. The following notes give guidance on the information to be included and define the terms used.

Column 3 Details of voyage

It is most important that this includes a record of the capacity in which the cruise was made (eg. crew member, mate of watch, skipper etc.)

Column 4 Days on board

A day on board is a period of 24 consecutive hours living on board the vessel. Periods of less than 24 hours may not be aggregated to increase the total but a day is not invalidated by leaving the yacht for a few hours during a cruise.

Column 5 Distance logged

This is the distance sailed (by the log) in tidal waters, in the open sea, outside natural or artificial harbours in which it would be possible to leave a yacht secured or anchored unattended for a prolonged period. Distance logged in non-tidal seas such as the Mediterranean and the Baltic is excluded. However, provided that at least 50% of the qualifying experience for any certificate has been logged in tidal seas, the balance may be made up of experience in non-tidal seas. Candidates who wish their experience in non-tidal seas to be allowed as a part of the qualifying seetime for Yachtmaster Offshore examinations should apply to the appropriate Examination Centre.

Column 6 Night Hours

This is hours on watch or taking an active part in the navigation or handling of the yacht, at sea between sunset and sunrise.

Column 7 Signature of Skipper

The holder of the Log may himself sign for cruises during which he was skipper of the yacht.

Retrospective logging of experience

Many candidates for the RYA/DTP certificates have been sailing for many years before deciding to take an examination. In such cases it is often difficult to provide full details in the form required in the Personal Log but the experience may be perfectly valid. A special section is provided on page 22 for candidates to record, in general terms, their experience gained up to the date when they first acquired the Logbook.

Record of qualifying passages

Full details of the qualifying passages required for the Yachtmaster Offshore examination should be recorded on page 23.

Quality of experience

The requirements for experience prior to examination for RYA/DTP certificates can be defined only in quantitative terms. However, the quality of experience is just as important and although it would be impossible to lay down absolute requirements without producing an unduly complicated and restrictive set of rules, the attention of all candidates is drawn to the following notes.

Geographical breadth of experience

It is relatively simple to visit harbours and anchorages with which one is familiar and has local knowledge. However, a competent yachtsman should be able to enter any harbour, in which there is sufficient depth, given an adequate chart and sailing directions. The skill of interpreting published information on unfamiliar harbours is best acquired by practice and every opportunity should be taken to visit small harbours and anchorages. Entering harbour by night calls for an acquired skill in identifying navigational lights or picking out unlit marks against the background of the shore lights. Again, practice is the key to success.

Boat handling under sail

Now that so many harbours are crowded with permanent moorings there is little scope in the normal course of cruising to practise the traditional skills of handling a yacht under sail. However, these skills are important so that a broken-down engine or a fouled propeller does not result in the total disablement of the yacht. Practice in handling a yacht under sail, approaching and leaving a mooring or anchor, recovering a man overboard and sailing in narrow channels are all essential in order to ensure that the skipper and crew can, if necessary, carry out manoeuvres without recourse to an auxiliary.

Adverse weather conditions

The yachtsman is most thoroughly tested when he has to cope with gale force winds or fog at sea. It is possible, by sailing within strict self-imposed limits and never making passages which place the yacht more than a few hours from a safe harbour of refuge, to avoid adverse weather conditions but to do so invariably limits experience. It is not recommended that anyone should go to sea under adverse conditions for the sole purpose of experiencing a gale or fog but neither should candidates for RYA/DTP certificates adopt an over-cautious approach.

Long passages

On several parts of the UK coast, particularly in popular yachting centres in the south and south east, it is possible to cruise over a wide area without ever making a passage longer than 18-24 hours. Such passages can be accomplished without the need for an effective watch-keeping system and tend to encourage day-sailing rather than passage-making organisation of crews. Candidates should endeavour to gain experience of longer passages of two or three days or more, to ensure that they understand how a yacht and crew must be organised in order to sustain efficiency during a prolonged period at sea.

Racing

The ability to sail a yacht efficiently in terms of helmsmanship and sail setting and trimming is a skill which candidates for RYA/DTP examinations are encouraged to acquire. The best way to measure and improve these skills is by taking part in races. There are also skills such as the ability to sail in such a way that the yacht places the minimum demands on her gear and on the strength and stamina of her crew which are the antithesis of those required when racing. The candidate whose normal pattern of sailing is heavily racing-based may need to experience short-handed passage-making to develop these skills.

Dinghy sailing

Many yachtsmen believe that a dinghy is the best type of boat in which to learn to sail. A light, un-ballasted sailing dinghy is certainly likely to be less forgiving of bad helmsmanship or crewing than is a heavy displacement cruising yacht. There is no arrangement in the syllabus for dinghy sailing to be substituted for cruising experience as part of the necessary seetime. However, dinghy sailing must be recognised as a valuable part of the learning experience for any yachtsman. Anyone who is setting out to learn to sail should certainly consider taking a dinghy sailing course, even though his ultimate aim may be to sail exclusively in larger craft.

[illegible]

	PORT OF DEPARTURE TIME/DATE	DESTINATION TIME/DATE	DISTANCE	SAILING CAPACITY	SIGNATURE OF SKIPPER
	SPECIMEN ENTRY Harwich 1830, 23.8.88	Ostende 1510, 24.8.88	79M	Crew	H. Nelson
1					
2					
3					
4					
5					

Passage completed on board Yacht
 Type of Yacht, incl. LOA
 Port of Departure Time/Date
 Port of Arrival Time/Date
 Over 50M from land between position Time/Date
 and position Time/Date
 a total of hrs, for a distance of miles.
 Sailing as Skipper/Mate of Watch (delete as appropriate) throughout the passage.
 Total distance sailed M Signature of Skipper

Dates From To 1.	Name of Vessel Class, size LOA, or tonnage. 2.	Details of Voyage inc. max. wind force, ports visited, capacity in which sailing 3.	Days on Board 4.	Distance Logged 5.	Night Hours 6.	Signature of Skipper 7.
SPECIMEN 20/25th August 1988	ENTRY HYENA Sadler 34	Lymington-Cherbourg-Alderney-St Peter Port- Lymington. Mate of watch, max. wind Force 6 on return passage, otherwise F3-4	5	195	9	H. Hornblower
20/2/95 → 24/2/95	Ocean Sailing III 234	CASA Yacht Hand Course	5	75	-	OCEAN SAILING ACADEMY
27/4/95 ↓ 1/2/95	"	CASA Yacht Skipper Local Waters	5	100	3	OCEAN SAILING ACADEMY
TOTALS C/F						

PERSONAL LOG OF CRUISES / RACES

TOTALS B/F						
Dates 1.	Name of Vessel 2.	Details of Voyage 3.	Days on Board 4.	Distance Logged 5.	Night Hours 6.	Signature of Skipper 7.
TOTALS C/F						

PERSONAL LOG OF CRUISES / RACES

TOTALS B/F						
Dates 1.	Name of Vessel 2.	Details of Voyage 3.	Days on Board 4.	Distance Logged 5.	Night Hours 6.	Signature of Skipper 7.
TOTALS C/F						

TOTALS B/F						
Dates 1.	Name of Vessel 2.	Details of Voyage 3.	Days on Board 4.	Distance Logged 5.	Night Hours 6.	Signature of Skipper 7.
TOTALS C/F						

TOTALS B / F						
Dates 1.	Name of Vessel 2.	Details of Voyage 3.	Days on Board 4.	Distance Logged 5.	Night Hours 6.	Signature of Skipper 7.
TOTALS C / F						

TOTALS B / F						
Dates 1.	Name of Vessel 2.	Details of Voyage 3.	Days on Board 4.	Distance Logged 5.	Night Hours 6.	Signature of Skipper 7.
TOTALS C / F						

TOTALS B/F						
Dates 1.	Name of Vessel 2.	Details of Voyage 3.	Days on Board 4.	Distance Logged 5.	Night Hours 6.	Signature of Skipper 7.
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PERSONAL LOG OF CRUISES / RACES

TOTALS B/F						
Dates 1.	Name of Vessel 2.	Details of Voyage 3.	Days on Board 4.	Distance Logged 5.	Night Hours 6.	Signature of Skipper 7.
TOTALS C/F						

PERSONAL LOG OF CRUISES / RACES

COURSE COMPLETION CERTIFICATES

**RYA DAY SKIPPER
SHOREBASED COURSE COMPLETION CERTIFICATE**
ATTACH YOUR CERTIFICATE HERE

CRUISING LOGBOOK

This booklet is effective for SHOREBASED courses from Autumn 1988 and for EXAMINATIONS AND PRACTICAL COURSES from 1 January 1989.

NAME

ADDRESS

CHANGE OF ADDRESS

Published by the ROYAL YACHTING ASSOCIATION,
RYA House, Romsey Road, Eastleigh, Hampshire SO5 4YA.

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**INTERNATIONAL SAILING
HANDBOOK**

International Sailing
Schools Association

**LIVRET INTERNATIONAL
DE VOILE**

Association
Internationale
des Ecoles de Voile

**INTERNATIONALES
SEGELHANDBUCH**

Internationale
Zeilscholen Vereiniging

Internationale
Segelschulen-
Vereinigung



**RYA/DTp COASTAL SKIPPER AND YACHTMASTER OFFSHORE
SHOREBASED COURSE COMPLETION CERTIFICATE**
ATTACH YOUR CERTIFICATE HERE

There is no central record of course completion certificates.

**RYA/DTp COASTAL SKIPPER
PRACTICAL COURSE COMPLETION CERTIFICATE**
ATTACH YOUR CERTIFICATE HERE

**RYA/DTp YACHTMASTER OCEAN
SHOREBASED COURSE COMPLETION CERTIFICATE**
ATTACH YOUR CERTIFICATE HERE

There is no central record of course completion certificates.